

<p>CITY OF BEAVERTON Library Director</p>

General Summary

Direct the City library and serve as advisor to the Mayor, City Council and staff on library issues, including direction of library operations, programs, and liaison with County Library Directors Board and Library Foundation.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Direct and manage library operations including budget, administrative compliance and staff supervision. Develop, review and approve department strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
4. Oversee selection of books, periodicals and other media as well as supplies and equipment.
5. Ensure that statistical data including monthly, quarterly and annual reports required by the City and State Library are prepared.
6. Oversee the research of grants available to address specific issues within the Library. Oversee the development of grant proposal and submittal to appropriate agency for review and consideration. Make oral presentations in defense of grant proposal before grant panel. Administer grant monies in accordance with accepted proposal.
7. Work with area librarians to provide countywide library services through cooperative arrangements.
8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

9. Represent the library and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
11. Follow standards as outlined in the Employee Handbook.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Develop safety work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of library science management.
- ◆ Expert knowledge of special interests and library needs of the community.
- ◆ Working knowledge of library classification/catalog systems, tools, and technologies.
- ◆ Advanced knowledge of the laws and regulations governing library science.
- ◆ Expert knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to Library management.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.

- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding library services. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word-processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Master's degree in library science from an American Library Association accredited school and 12 years experience as a professional Librarian in a full service Library, including 5 years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device.; daily dealing with distraught or difficult individuals; regular evening, weekend, and holiday work; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Library Director

Revised: 1/98

New class specification title 1/98: Library Director

Revised: 11/04

Revised: 1/1/09

Status: M1
FLSA: Exempt

Mayor's Signature

Human Resources Signature

Date

Date